

EVENT COORDINATOR

Winnipeg, MB



Your creativity and ability to generate new and exciting ideas is exactly what CancerCare Manitoba Foundation is looking for. If you are an organized, action oriented individual who excels at working in a fast paced environment then this is the right opportunity for you!

Our client CancerCare Manitoba Foundation is looking for a new Event Coordinator to join their team. The candidate for this role is a dynamic, creative individual with a passion for the work of the CancerCare Manitoba Foundation who also possesses a keen interest in fundraising. This position will help build on the success of their signature events and will provide quality support to the Senior Manager of Events.

The Role:

- Building and maintaining strong working relationships with donors and volunteers.
- Cultivating relationships with fundraising volunteers to ensure that their needs are supported with respect to event planning and promotion.
- Development, implementation and maintenance of event initiatives and campaigns. This includes administration, event coordination, team recruitment and retention.
- Coordinating communications for the events in areas such as writing, marketing, website content, and other materials for a variety of audiences.
- Collaborating with other departments and volunteers as required.

You and Your Experience:

- Proven experience as an event coordinator in a fast-paced environment, preferably within the philanthropic sector.
- Exceptional organizational skills and ability to balance multiple priorities.
- Excellent time management with a commitment to meeting deadlines.
- Strong verbal and written communication skills.
- Knowledge of database management and procedures (Raiser's Edge or Luminate experience an asset).
- You are creative and love coming up with new ideas – you are also self-directed and think quickly on your feet.

CancerCare Manitoba Foundation:

is the only charitable organization exclusively fundraising for CancerCare Manitoba. CancerCare Manitoba's main aim is to eradicate a disease consisting of more than 200 types and stages.

While CancerCare Manitoba works in partnership with Manitoba Health, some programs and services are not eligible for government funding. Since 2000, CancerCare Manitoba Foundation has granted more than \$118 million to help CancerCare Manitoba deliver the best research, patient care, treatment and support.

They are proud to support CancerCare Manitoba's internationally-recognized team of health professionals as they provide outstanding quality care for all Manitobans and their families living with cancer.

Some of their more well-known events are:

[Challenge for Life](#)

[The Manitoba Dragon Boat Festival](#)

[Guardian Angel](#)

[A Gold-Plated Evening](#)

To submit your candidacy:

Please apply online at jobs.peoplefirsthr.com or by emailing your resume in confidence to Daniel Gurevich at dgurevich@peoplefirsthr.com.

Feel free to call Daniel for more information at 204.940.3986.